



Privacy Policy of St. Francis De Sales School

1. Privacy policy: This Privacy Policy “Policy” outlines how *St. Francis De Sales School, Guwahati* collects, uses, discloses, and protects personal information obtained from students, parents, guardians, and other users of our services. By accessing or using our services, you agree to the terms outlined in this Privacy Policy.

2. Information We Collect: We collect student information necessary for educational purposes, including but not limited to names, contact details, academic records, and health information. We may collect information about parents or guardians, such as names, contact details, and emergency contact information. Employee information, including names, contact details, qualifications, and professional records, may be collected for employment purposes. Information provided when creating user accounts, including usernames, passwords, and profile details. We may collect information about how users interact with our website, applications, and other services, including IP addresses, browser types, and page views.

Note: Notwithstanding anything under this Policy as require under applicable Indian Laws, we will not be sorting any credit card, debit card or any other similar card data of yours. Please also note, that all data or information collected from you will be strictly in accordance with applicable laws and guidelines.

3. How We Use Information: Student information is used for educational purposes, including enrollment, grading, and communication with parents or guardians. Contact details may be used for school-related communication, including announcements, newsletters, and event notifications. Usage data is analyzed to enhance and improve our services, ensuring a better user experience.

We may share information with third parties, service providers in order to facilitate the provisions of goods or services to you, carry out your request, respond to your queries, fulfil your orders or for other operational and business reasons . We may disclose information in response to legal requests, court orders, or as required by law.

4. Data Security: We implement reasonable security measures to protect personal information from unauthorized access, disclosure, alteration, or destruction.

5. Access and Control: Individuals have the right to access, correct, or delete their personal information. Requests for such actions can be made to the school administration.

6. Data Retention: We may retain your information or data for as long as we provide goods and services to you. We may also retain the information even after you terminate the business relationship with us. However, we will process such information or data in accordance with applicable laws and this Policy.

7. Cookies and Similar Technologies: We may use cookies and similar technologies to enhance user experience and collect information about usage patterns.

8. Changes to the Privacy Policy: We reserve the right to update or modify this Privacy Policy. Users will be notified of any changes, and continued use of our services after such modifications constitutes acceptance of the updated policy.

9. Contact Information: For any questions or concerns regarding this Privacy Policy, please contact us at sfs@sfsguwahati.ac.in

By using our services, you acknowledge that you have read and understood this Privacy Policy and agree to its terms.